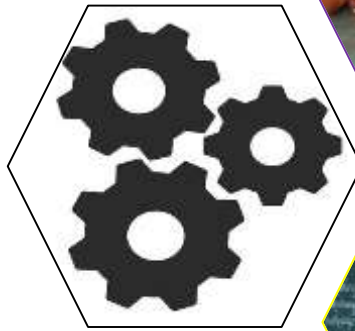


Oral Communication



Oral Communication

Quarter 2

Self-Learning Module 2

**Employing Various Communicative Strategies in
Different Situations: Topic Control and Topic
Shifting**





EXPECTATIONS

This is your self-instructional module in Oral Communication in Context. All the activities provided in this lesson will help you learn and understand: **Employing Various Communicative Strategies in Different Situations: Topic Control and Topic Shifting.**

Specifically, you will learn the following:

1. define topic control and topic shifting;
2. distinguish the different communicative strategies; and
3. employ communicative strategies in different situations.



PRETEST

Read the definitions presented and identify which communicative strategy is being defined. Your choices are:

Topic Control	Topic Shifting
---------------	----------------

- | | |
|-------|--|
| _____ | 1. It covers how procedural formality and informality affects the development of topics in a conversation. |
| _____ | 2. It develops a topic by avoiding unnecessary interruptions and topic shifts. |
| _____ | 3. It involves moving from one topic to another. |
| _____ | 4. This is simply a question-answer formula that moves the discussion forward. |
| _____ | 5. It is where one part of a conversation ends and another part begins. |





RECAP

Let us recall the discussion last quarter regarding Communicative Strategies. From your answers in the pretest, synthesize the statements and write the definition of each communicative approach.

TOPIC CONTROL -

TOPIC SHIFTING -



LESSON

For this lesson, we will focus on another two communicative strategies and how they are used in different situations.

TOPIC CONTROL

It covers how procedural formality and informality affects the development of topics in a conversation. It develops a topic by avoiding unnecessary interruptions and topic shifts. This is simply a question-answer formula that moves the discussion forward. This strategy also allows the participants to take turns, contribute ideas, and continue the discussion. It is more commonly formal in nature because there will be a person of a higher position, expertise, or influence who will preside.



Situations:

In a meeting, to avoid deviating from the topic, the leader could initiate returning to it. This could also be utilized by a teacher during class discussions. It could also be used to ask for clarifications before expounding further on the topic or shifting to another topic.

“Let’s go back to the issue at hand.”

“I need everyone to go back to our agenda.”

“Can you contribute to the topic at hand?”

“Can you follow the discussion? Is everything clear?”

“Should we proceed to the next agenda?”

TOPIC SHIFTING

This involves moving from one topic to another. It is where one part of a conversation ends and another part begins. This strategy works best when there is follow-through so that a new topic continues to be discussed.

Formal Situations:

When shifting from one agenda or topic to another.

“Now that it’s clear let’s proceed to the discussion about...”

“If there are no other concerns, let’s move on to...”

“Our next agenda is...”

Informal Situations:

During casual conversations, when you want to start a new topic.

“That reminds me, did you hear the news?”

“By the way, I remembered that...”

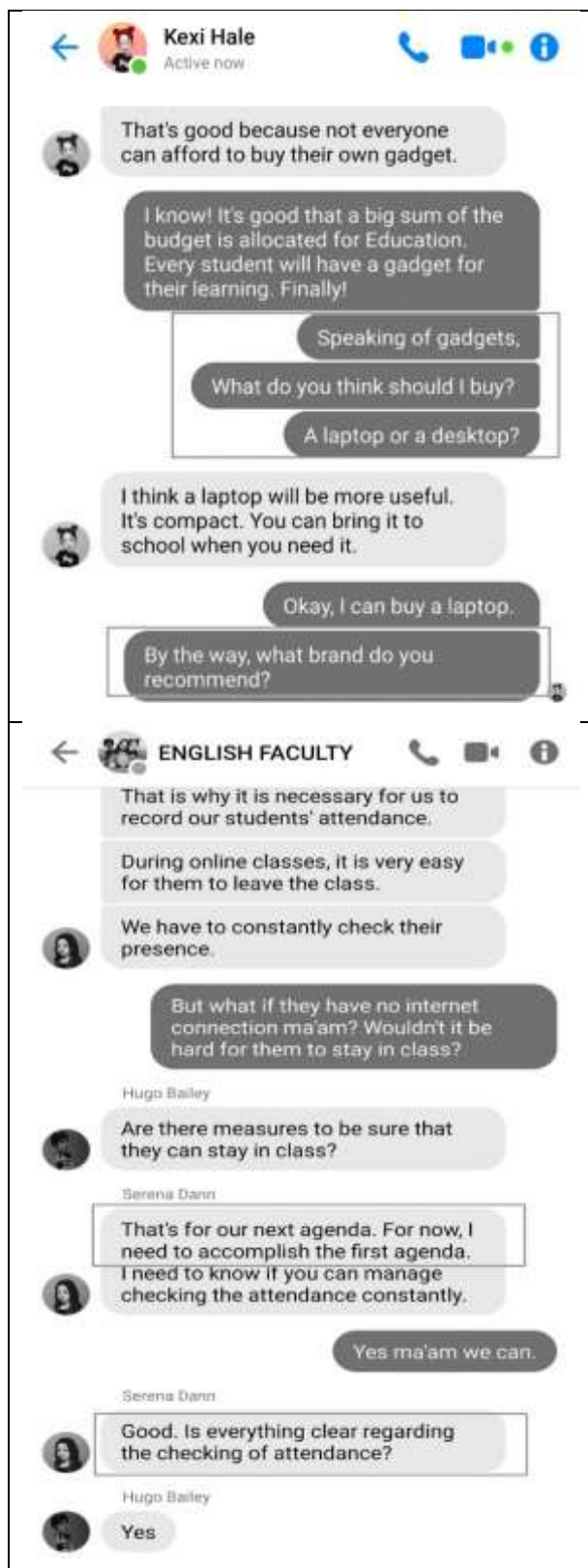
“In addition to what you said, I also think that...”

Sometimes, new topics can be raised abruptly and without clear verbal cues.



GUIDED PRACTICE

At this point I will share to you screenshots of a chat conversation. Identify what communicative strategy is shown in each.



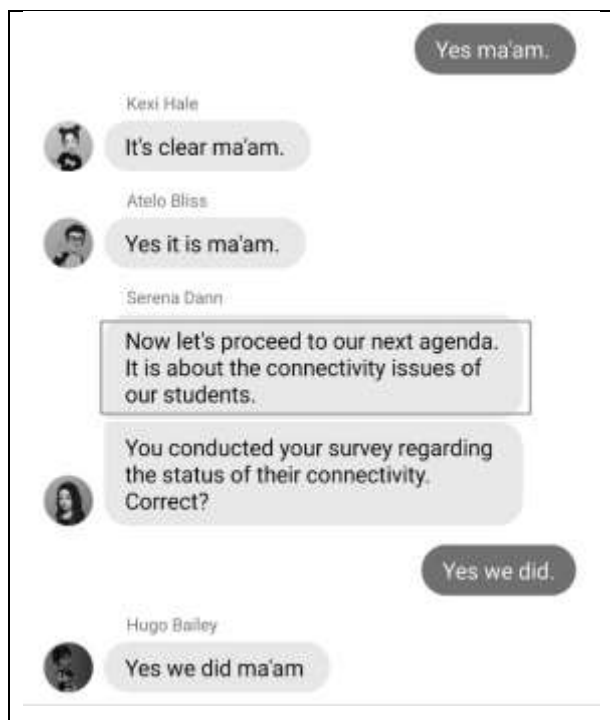
What communicative strategy is shown by the boxed statements in the conversation?

The answer is TOPIC SHIFTING. They show a transition from one topic to another. It ends the previous topic and starts another.

What communicative strategy is shown by the boxed statements in the conversation?

The answer is TOPIC CONTROL. They show procedural formality. They were also used to avoid unnecessary interruptions before moving on to another topic.





What communicative strategy is shown by the boxed statement in the conversation?

The answer is TOPIC SHIFTING. It shows a transition from one topic to another. It ends the previous topic and starts another.



ACTIVITIES

Activity 1

Identify the type of communicative strategy in each statement. Write your answers on the space provided before the number. Your choices are:

Topic Control

Topic Shifting

1. "Let's focus on the first topic please."

2. "Since we're talking about siblings, did you meet Pammy's brother? He's very kind!"

3. "That reminds me, Gail told me to assist you."

4. "Let's move on to another discussion. Did you finish watching the film assigned to our group?"

5. "I guess everybody understood. Are there no inquiries?"



Activity 2

On a sheet of paper, create a **comic strip** that shows **topic control** and **topic shifting**. You can decide the plot and setting. You can do it by drawing by hand or by digital editing. Make sure to label the statements to identify the strategy used.

RUBRIC

Criteria	5	3	1
Content	The statements are complete and very detailed.	The statements are missing some contents and details.	The statements are incomplete and has few details.
Mechanics	The grammar and punctuations are all correct.	There are a few mistakes in grammar and punctuation.	There are many mistakes in grammar and punctuation.
Accuracy	The answers are correct and appropriate.	Some answers are correct and appropriate.	Little to no answers are correct or appropriate.
Creativity	All the elements are clean and pleasantly composed.	Some elements are clean and pleasantly composed.	Few elements are clean and pleasantly composed.

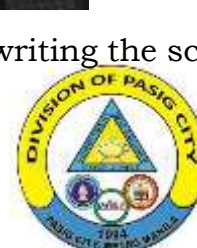
Activity 3

On a sheet of paper, write a script for the given situation:

“Your school will have its foundation week celebration. Your section is assigned to manage a booth. With the assistance of your adviser and with the leadership of your class president, you used your homeroom time for planning.”



Make sure that you use **Topic Control** and **Topic Shifting** in writing the script.



RUBRIC

Criteria	5	3	1
Content	The script is complete and very detailed.	The script is missing some contents and details.	The script is incomplete and has few details.
Mechanics	The grammar and punctuations are all correct.	There are a few mistakes in grammar and punctuation.	There are many mistakes in grammar and punctuation.
Accuracy	The answers are correct and appropriate.	Some answers are correct and appropriate,	Little to no answers are correct or appropriate.



WRAP-UP

For a quick recap, complete the paragraph. Fill in the blanks with the correct term.

Two communicative strategies were discussed in the module. The first one is (1) _____. This strategy covers how (2) _____ formality and informality affects the development of topics in a conversation. It develops a topic by avoiding unnecessary (3) _____ and topic shifts. The second communicative strategy is (4) _____. It involves moving from one topic to another. It is where one part of a (5) _____ ends and another part begins.



VALUING

In school, at the office, and in other organizations, what could be the advantage and importance of utilizing Topic Control and Topic Shifting? Write your answer in three to five sentences.

